

# State Board of Education

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650 West State Street - Room 307 - Boise, Idaho 83720-0037 -  
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## GUIDELINES FOR ADDRESSING THE BOARD DURING OPEN FORUM

- < The State Board of Education has established procedures for conducting an Open Forum whereby members of the public may address the Board. **Anyone wishing to address the Board must fill out a request form and submit it to the Board Secretary at the address above at least two (2) days prior to the Board meeting.**
- < **As noted on the request form, each speaker will be limited to five (5) minutes.** Should a large number of speakers wish to speak on the same issue or topical area, the President of the Board may limit the time allocated to each speaker, ask representatives of the group to summarize their colleagues's statements, or limit the number of speakers. Total time allotted for the Open Forum will not exceed one (1) hour.
- < If a hearing has been held prior to the Board meeting to obtain public comment on a specific issue, the Board president may not recognize speakers wishing to comment on the topic. However, the Board Secretary will accept written comments for future distribution to the Board. Speakers may not air personnel matters, personal complaints, grievances or partisan political issues.
- < The following priority will be given to speakers during the Open Forum:
  - (i) Presentations from individuals or groups on matters scheduled for Board action or discussion on the meeting agenda;
  - (ii) Presentations from individuals or groups on matters not scheduled for Board action or consideration, and who have not made presentations at the Open Forum within the previous six (6) months; and
  - (iii) Presentations from individuals or groups on matters not scheduled for Board action or consideration and who have made presentations at the Open Forum within the previous six (6) months.
- < If you have written comments, or other material you want Board members to receive, please submit them to the Board Secretary. The material should include your name. A copy of your materials will be forwarded to all Board members for their review. **PLEASE DO NOT DISTRIBUTE ANY MATERIALS DIRECTLY TO BOARD MEMBERS.**
- < The Board president will call upon speakers one at a time. At the time your name is announced, please come forward and use the microphone provided. For the record, please state your name and the organization, if any, you are representing.
- < Because of the diversity of issues, members of the Board do not respond to the speaker during the Open Forum. Instead, the speaker's concerns are recorded and referred to the proper university or Board staff person for follow-up. The Board is informed of the outcomes of these efforts by the university or staff member responding to the speaker's concern.
- < Should you wish to mail your comments directly to the Board, please address them to the Board President at the address shown above.
- < The Board President reserves the right to set the agenda with or without the Open Forum.